

**NAUGATUCK VALLEY COMMUNITY COLLEGE
GRAPHICS SPECIALIST
(Community College Professional 16)
12 Month Tenure Track Position**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$49,211 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: August 23, 2012

Anticipated Starting Date: Fall 2012

MINIMUM QUALIFICATIONS:

Bachelor's degree in an appropriately related field and at least one (1) year of related experience

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The Graphics Specialist performs a range of specialized services in support of the production of public information and advertising publications at the College. These services may include: graphic arts design, layout and production including desk top publishing for such publications as the college catalog, class schedules, handbooks, brochures, newsletters and promotional posters and flyers. The Graphics Specialist is responsible for participating in publicizing the College to its external and internal audiences by performing graphic design, artwork, layout and production of materials in print and other media. This is accomplished through effective performance in the areas of graphic arts and desktop publishing; print and related media production; and project management.

Application Instructions:

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nvcc.commnet.edu/newsevents/employment.shtml>

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.